

## **SUMMARY OF MINUTES**

**April 17, 2014**

### **1. Call to Order**

With a quorum of the Board Members present, Chairman, Michael Ward called the meeting of the Aviation Advisory Board to order at 4:09 p.m., Thursday, April 17, 2014, at Fort Worth Meacham Airport, 4201 N. Main St, Fort Worth, Texas 76106.

**Board Members Present:** District 7, Michael Ward, Chairman  
District 8, Ericka Calton,  
District 1, Jeff Law,  
District 9, Patricia Randle,  
District 5, Michael Dean

**Board Members Absent:** District 6, Erik Brown, Vice Chairman  
District 3, William Lawson  
District 4, Alex Jimenez  
District 2, J D Jimmerson

**City Staff:** Bill Welstead, Aviation Director  
Jeff Kloska, Meacham Airport Manager  
Aaron Barth, Spinks Airport Manager  
Charlene Sanders, Assistant City Attorney  
Anne-Marie Stowe, Board Liaison  
James Burris, Administrative Services Manager  
Jonnie Huitt, Property Manager  
Ruseena Johnson, June Kelley and Clifton Jackson

### **2. Consideration of the Minutes for the February 20, 2014 regular meeting**

**Motion:** Michael Dean      **Second:** Jeff Law      **Approved**

### **3. Action Items – There were no action items**

### **4. Items for Discussion**

1. Minimum Standards – Aaron Barth  
Refer to Presentation Handouts

#### **Citizen Comments/Discussions:**

##### **Jay Hebert with American Aero:**

- Recognition and appreciation of the effort and progress that has been made.
- Transition period be adopted to avoid non-compliance on day one.  
**DEPT RESPONSE - The department will ensure that there is a transition period. The M&C to be approved will include the required language.**
- Increase the Minimum Capital Investment from \$10 million to \$15 million to allow reasonable rates of return on investment.  
**DEPT RESPONSE - The Management Staff is reviewing the numbers and wants to ensure that all the Fixed Based Operators have an opportunity to comment on this issue.**
- Direct land access for hangers and the responsibility of providing this access.

**DEPT RESPONSE - It was not the intent of the department to hold just the commercial operator responsible. We need to allow for non-commercial operators to have access to their facilities. Aviation is considering escorts or non-movement area driver's training. We will work with the FBOs on this issue; definitely an oversight.**

**Reed Pigman with Texas Jet:**

- Recognized and complimented how well the Aviation staff has addressed the Minimum Standards now verses how it had been handled in the past; expressed appreciation for allowing input from the FBOs and listening to concerns and comments.
- Agreed that Minimum Standards are needed.
- The Minimum Standards also affect sub-tenants; requested that Aviation coordinate a meeting with individuals as well.
- Continue to keep meeting; keep open communications; listen to concerns and get this done quickly.

**Steve Ohmstede with Richardson Aviation:**

- Agreed with an increase to the Minimum Capital Investment.
- Has a specific customer base; concerned that there are too many requirements for certain products and services to be provided by every FBO; this would require them to invest money into things that their customer base does not want or need.
- Would like to see more flexibility in the types of products and services that their customer base prefers instead of everyone having to provide the same things.

Jeff Law asked if the 6-month transition period was for existing tenants, only; would new FBOs, coming in be required to follow the Minimum Standards immediately? He also encouraged the Aviation staff to visit these Minimum Standards more frequently for updates and revisions.

Bill Welstead concurred that the transition period is strictly for existing tenants with the possibility for granting additional time to transition, if needed. He also stated that there is a plan in process to revisit this document on a regular schedule.

Bill Welstead and Aaron Barth thanked the different FBO representatives, present at the meeting, for working with the Aviation staff and speaking with Aviation directly. He also stated that the Minimum Standards document is here for each of them, to protect their interest.

**5. Announcements**

Bill Welstead recognized three (3) Aviation employees for their years of service with the City of Fort Worth:

- Clifton Jackson with 20 years of service
- June Kelley with 15 years of service
- Ruseena Johnson with 10 years of service

**6. Staff Reports**

**Meacham Airport – Jeff Kloska**

- Updated Based Aircraft log; prior to the update there were 325 based aircraft known; after update there are now 375 based aircraft; looking forward to the 400 mark.
- The Runway 17/35 overlay project is going to start next month and will provide a nice new surface and LED lighting.

- Fort Worth PD Flight Support Facility ground breaking took place recently; area is now fenced off and construction is underway; expect a 9-10 month construction period; tenants will be invited to the grand opening.

#### **Spinks Airport – Aaron Barth**

- The Eastside Apron project finished up this week and we have completed the final walk of the project to make sure there are no issues.
- Construction is a little bit grizzly; due to the Alsbury Road project, Stone Road is down to one lane driving around the West side of the airport, but, it will be well worth it when the project has been completed.
- Just completed a bid for a new landmark sign; construction should be completed over the summer; the old landmark sign has been taken down.

#### **Alliance Airport – Christian Childs**

- In May, will start an LED lighting project on Taxiway Alpha; planned savings of 30% in energy costs over a 20 year period.
- Wildlife Hazard Assessment completed yesterday; moving to the plan phase now.

#### **7. Citizens Presentations**

No Citizen presentations

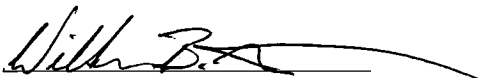
#### **8. Request for Future Agenda Items**

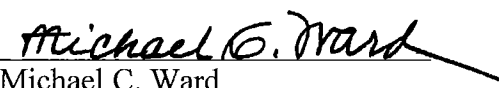
No requests were made by Board Members.

#### **9. Adjournment**

With no further presentations or discussions, Chairman Ward adjourned the regular meeting of the Aviation Advisory Board Meeting at 4:44 p.m., Thursday, April 17, 2014.

#### **Minutes Approved By:**

  
William Welstead  
Director of Aviation

  
Michael C. Ward  
Chairman